



WORK WRITE UP

CDBG Project Description: Laurel Street Neighborhood Revitalization Project - Phase I

Owner:

Tenant:

Location: 554 Laurel Street, Franklin VA

Rehabilitate - 3 Bedroom Home

Date: 01-22-2024



PROJECT REHAB SPECIALIST: SERCAP

GENERAL CONSTRUCTION SPECIFICATIONS

The contractor will provide all materials and labor to rehab the existing 3 bedroom, 900sf home. The rehab will include, a new roof, window replacement, vinyl siding installation, kitchen and bathroom renovations, HVAC repair or upgrade, floor repair, and other repairs around the home.

ADDENDUMS ADDED 01/23/2024

GENERAL CONSTRUCTION NOTES

- A** The work description, SERCAP master specifications and drawings provided will be used together as one document. Disclosure on one will be as being disclosed on all. The Work Write-Up constitutes the basis for each job. Items in the write-up are cross-referenced to the Master Specifications which details methods of application and standards for materials. The drawings or floor plans are diagrammatic only. They serve to illustrate the general location of rooms and the intention of the scope of work. They do not always show all of the work required; exact dimensions or construction details. These documents can be revised first by addenda before construction and then by change order once construction has commenced. Contractor should review the Work Write-up, master specification and plans for total project scope and alert the rehab specialist of any discrepancies between those documents. Contractor will be supplied a copy of the master specification.
- B** Remove all construction debris from the work site to an approved off site disposal area. It is the contractors responsibility to maintain a safe construction site during the building process. The contractor will post a AUTHORIZED ENTRY ONLY-CONSTRUCTION HAZARDS or similar signage during all phases of construction.
- C** As pursuant to the Lead-Based Paint Poisoning Act. No lead-based paint will be used on this project and the contractor will eliminate lead-based paint hazards if encountered using approved practices. **Lead-based paint was identified on this site. Consult lead report for locations identified during the testing. The contractor must use Lead Safe Work Practices (LSWP) in working with any lead-based paint items. The lead report is attached and made a part of this work write-up.**
- D** The contractor is responsible for identifying any site conditions that affect the completion of the project in accordance with plans and specifications. Change orders are required for schedule delays or structural changes. Submit to the Rehab Specialist a written request for approval prior to any work being done. The contractor must have a fully executed change order with all signatures in place before starting work.



- E All work shall be of professional quality and workmanship using only new materials. Any questions pertaining to quality or procedure will be directed to the Rehab Specialist. All labor and materials shall be guaranteed for one (1) year with the exception of where a manufacturer's warranty applies. All items will be installed in accordance with the manufacturer's installation specifications.
- F **Submit to the homeowner choices for floor vinyl, roof color, siding color, appliance color, fixtures and paint colors.**
- G An asbestos Inspection Report is attached and made a part of this work write-up. The contractor is responsible for compliance with all state and federal regulations relating to asbestos. **Asbestos Containing Material (ACM) was identified on this project site. The contractor shall consult the ACM report for locations identified on the report. Only licensed ACM contractors shall abate or disturb any ACM items.**
- H Any warranties which come with a specified component or appliance must be given to the Grant Manager and not the homeowner so they can be copied by the Grant Manager prior to distribution to the homeowner. If the warranty is shown on the package (i.e. shingles), the contractor must either submit the packaging or a photograph of the warranty.
- I **Final Cleaning: Contractor shall thoroughly clean and disinfect the entire interior of the home and the exterior entrance doors.**
- J **Provision and Use of Person Protection Equipment Note: Contractor, Sub-contractor, and all workers working inside the home for this project shall provide and wear CDC-approved breathing masks and/or shields or other required PPE. These items will not be provided by the homeowner or SERCAP.**
- K **Construction work can cause the walls to vibrate. The homeowner is responsible for removing all items hanging on the walls and any fragile or breakable items from the home before construction begins.**

ITEM # 1 BASE

1 PERMITS

- a The contractor is responsible for all permits, fees, and inspections required by the project and shall be in compliance with all federal, state, and local codes governing the work.
- b Building permit fee will be waived for these CDBG projects, but the contractor is still responsible for obtaining a permit. Landfill fees will not be waived.

2 SITE WORK

- a The contractor shall verify property boundaries, existing utilities, and easements prior to the commencement of work.
- b Maintain a safety first construction site during all phases of construction.
- c Contractor shall comply with all Erosion and Sediment Control Regulations.
- d A copy of the survey or county GIS map is attached and made a part of the work write-up.
- e Downspout drainage option 1: Provide and install four 50ft. plastic drain pipes attached to four downspouts, buried and directing water away from the house. Downspout drainage option 2: Provide and install splash blocks at downspouts in lieu of plastic drain pipes if grade and site conditions allow water to drain away from the foundation.



- f Provide equipment, labor, and material to fine grade, seed, and straw all disturbed lawn areas prior to completion. Once the lawn is established the homeowner should be able to mow grass at 3" without hitting any objects. Maintain a positive slope so water runs away from the foundation.

3 PRETREATMENT

- a Treat dwelling for termites or other wood-boring insects with borate-based termiticides. Submit a 1-year warranty and damage guarantee to the Grant Manager, the report should conform to say no infestation.

4 EXTERIOR WALL and FOUNDATION

- a Provide labor, material, and equipment to provide complete vinyl siding, vinyl soffitts, vinyl porch ceilings, and metal wrap for the entire exterior of the home. Leave existing asbestos siding intact and do not disturb. Provide and install fan-folded 1/4" insulation around the entire exterior of the home to cover the existing asbestos siding. Install contractor-grade vinyl siding around the perimeter walls of the home. Install vinyl soffit material at all exterior ceilings and overhangs. Provide and install metal wrap of all trim at windows and fascia. Provide and install new vinyl louvers at the gables of the home to replace the existing louvers.
- b Repair the existing crawl space access door. Use pressure-treated 2x and pressure-treated plywood material. Include hinges and hasps to secure the door. The door is approx. 2'x3'. The contractor to verify the actual size needed to close the crawl space opening.
- c Repair and replace foundation vents in 10 locations. The contractor to verify the actual number of vents needing repair or replacement. The contractor to relocate and remove any wires, pipes, or other objects protruding through or penetrating the vents that will prevent the designed operation of the crawl space foundation vents.

5 WINDOWS

- a Remove and replace 10 existing windows with new vinyl windows. Windows shall be double hung, vinyl clad, double pane insulated glass, sash locks, full screens, and tilt to clean. Foam seal all voids between the window and framing. Window sizes shall meet the egress code, and the contractor shall verify the net clear size from the manufacturer before installation. Use windows like Jeld-Wen Builders Series or equivalent. Repair the sills and trim of 3 windows. Wrap the exterior trim and sills of all the windows with metal trim coil stock.

6 PORCH AND DECK

- a **ADDENDUM: SECTION REMOVED FROM WORK WRITE-UP**
- b **Rear Porch, rails, post, and steps:** Deck is approx. 4'-0"x 4'-0" and 2'-6" above grade. Existing concrete deck to remain. Provide and install new PT 48" wide wood steps. Provide and install new PT wood guard rails with code-compliant pickets at the porch deck and stairs. Spacing between pickets shall be less than 4". All work shall meet typical code regulations for PT deck rails and steps installation. **ADDENDUM: Provide labor and materials to construct a new 4' x 4' pressure-treated deck.**
- c Provide labor and material to install graspable, secure handrails on each side of a run of steps, with returns for the front and rear porch.
- d **ADDENDUM: The overhang on the front porch of the home was found to contain lead (see the attached lead risk assessment) The contractor is to provide labor and materials to prep, wet scrap, and encapsulate using lead-safe work practices. Approx. area to be scraped is 10sf the contractor is to verify.**



7 ROOF, GUTTERS and SOFFITT

- a Provide labor and material to remove and replace the entire roof and structure, approx. 12'-0" x 24'-0", at the right side of the house that shows signs of structural failure which will include the ceiling joist, roof rafters, roof shingles, and sheathing. The existing asphalt shingle roof shall remain on the remainder of the roof. The new asphalt shingles should match the existing ones as close as possible. Install 30lb roofing felt with 30-year asphalt and fiberglass composition shingles using 2" galvanized roofing nails on the new roof renovation and should match the existing as closely as possible. Install low-profile shingle-over ridge vent. Install a metal drip edge around the perimeter. Install aluminum seamless gutters, downspouts with splash blocks, or if needed 10ft. plastic drain pipe attached to each down spout, buried and directing water from the house. Approx. roof area is 1200 sf. Contractor to verify material quantity.
- b Contractor shall provide labor and material cost to replace approx. 100 sf of existing roof sheathing with their bid. Estimate existing roof sheathing board is 3/4" thick.

8 DOORS

- a **Exterior:** Provide and install the following. Exterior pre-hung insulated steel doors are all keyed alike. Foam seal all exterior door frames. **ADDENDUM: The 3/0x6/8 2-panel metal insulated 9-lite at the kitchen entrance has been removed from the work write-up existing kitchen entrance door is to remain.** 3/0x6/8 metal insulated 6-panel - front entrance. If it doesn't void the insulated steel door warranty provide and install medium-grade **ADDENDUM: 32" door not 36"** storm door at front and rear entrance doors. Storm door allowance of \$200 each. Provide and install lever handsets to make doors ADA-compliant.
- b **ADDENDUM: This Section was removed from the work write-up.**
- c **ADDENDUM: This Section was removed from the work write-up.**
- d **Interior doors:** Provide labor and material to replace the doors of the right front bedroom, the right rear bedroom, the center front bedroom, the bathroom, and hallway closet that is housing the water heater, with interior pre-hung, hollow core, six-panel doors. Doors shall be ADA-compliant with locking lever sets and new hinges. Doors shall closely match the existing opening size width and height.
- e **ADDENDUM: This Section was removed from the work write-up.**

9 INTERIOR WALLS AND CEILINGS

- a **Living Room:** Provide material and labor to clean and prep the walls and ceiling and add missing trim. Patch, prep and prepare all holes and cracks in the drywall, and then paint the room with one coat of primer and two coats of paint over the existing wall and ceiling material. Prep and paint room. Room is approx. 14'x12'.
- b **ADDENDUM: LEFT FRONT BEDROOM CHANGED TO RIGHT FRONT BEDROOM: Right Front Bedroom:** Provide material and labor to clean and prep the walls and ceiling and add missing trim. Patch, prep and prepare all holes and cracks in the ceiling tile, paneling, and drywall, and then paint the room with one coat of primer and two coats of paint over the existing wall and ceiling material. Prep and paint room. Room is approx. 14'x12'.
- c **ADDENDUM: This Section was removed from the work write-up.**



- d **Right rear bedroom:** Provide material and labor to clean and prep the walls and ceiling and to add missing trim. Patch, prep and prepare all holes and cracks in the drywall, and then paint the room with one coat of primer and two coats of paint over the existing wall and ceiling material. Prep and paint room. Room is approx. 12'x12'.
- e **ADDENDUM: Changed from Left rear Bedroom to center front bedroom. Center Front Bedroom:** Provide material and labor to clean and prep the walls and ceiling and to add missing trim. Patch, prep and prepare all holes and cracks in the drywall, and then paint the room with one coat of primer and two coats of paint over the existing wall and ceiling material. Prep and paint room. Room is approx. 12'x12'.
- f **Hallway:** Provide material and labor to clean and prep the walls and ceiling and add missing trim. Patch, prep and prepare all holes and cracks in the drywall, and then paint the room with one coat of primer and two coats of paint over the existing wall and ceiling material. Prep and paint room. Room is approx. 6'x12'. Provide labor and materials to remove and replace the attic panel.
- g **Bathroom:** Provide material and labor to remove and replace the existing drywall on the walls and ceiling with 1/2" moisture-resistant drywall. Finish the drywall with the standard 3-coat joint compound finish process. Patch, prep and prepare all holes and cracks in the drywall, and then paint the room with one coat of primer and two coats of paint over the existing wall and ceiling material. Prep and paint room. Room is approx. 6'x8'.
- h **Kitchen: ADDENDUM: The section on removing the drywall has been removed from the work write-up.** Provide material and labor to Patch, prep, and prepare all holes and cracks in the drywall, and then paint the room with one coat of primer and two coats of paint over the existing wall and ceiling material. Prep and paint room and closet. Room is approx. 12'x14'. **Review the attached ACM report for this area.**
- i **ADDENDUM: This Section was removed from the work write-up.**

10 FLOORS

- a **ADDENDUM: This Section Removed from the work write-up.**
- b **Structural Floor repairs:** Provide labor and material to replace, all damaged and deteriorated portions of the kitchen and bathroom floor structural members with pressure-treated 2x members and sheathing that closely match existing or that meet or exceed current joist or beam allowable span dimensions and length. Apply 1/4-inch underlayment for installation of the vinyl flooring.
- c **Finish floor:** Provide and install vinyl floor covering for the entire home. Provide underlayment as needed and according to the manufacturer's installation instructions. Approx. 900sf of floor to be installed.
- d Provide labor and material to replace all floor 1/4 round trim in the entire home. The trim should match the existing removed trim and other areas of the home.

11 CABINETS

- a Provide labor and equipment to remove the kitchen countertop, sink, and all kitchen cabinets.
- b **ADDENDUM: This section was removed from the work write-up.**
- c Provide labor and material to install approx. 12 linear feet of kitchen upper and lower cabinets. Work with the homeowner for style, color, and location of the cabinets. Cabinets shall be Lowe's or Home Depot or other manufacturer stock contractor grade cabinet models. Allowance for cabinets is \$7500. **ADDENDUM: The quantity of cabinets changed from 20 linear feet to 12 linear feet.**



- c Provide and install approx. 12 linear feet of post-form laminate countertop with 4-inch back and end splashes. Provide the owner with samples of styles and colors of countertops to make the selections. Use stock or readily available countertops. Allowance of \$1200 for countertop. **ADDENDUM: The quantity of countertops changed from 20 linear feet to 12 linear feet.**
- d Provide and install a 9" deep stainless steel double bowl sink sealed to the new countertop with a new levered ADA faucet.

12 PLUMBING

- a Provide labor and equipment to remove the existing water heater. Insulate water supply lines in unconditioned areas. Submit all owner/warranty documents to the Rehab Specialist.
- b Provide and install the following. A 220v, 40gal electric water heater in the hall closet complete with a pan drained to the exterior. Install water heater according to current code and industry standards. **ADDENDUM: Location of water heater changed from kitchen to hallway closet.**
- c Remove and replace the existing kitchen sink, faucet set, drain set, and shut-off valves.
- d Provide labor and materials to remove and replace the existing washing machine plumbing supply and drain lines so that they meet current code requirements and industry standards.
- e Provide and install ADA Tub/Shower, fiberglass 1-piece unit installed in accordance with manufacturer's specifications approximate size 60x32x72 inches. Cultured marble lavatory using 4-inch centers for faucets with backsplash and end cap. Submit all owner/warranty documents to the rehab specialist. Use ADA Moen Contractor grade or equal, faucet set for kitchen sink, bath sink, and shower faucet set.

13 ELECTRICAL

- a Provide and install a 200 amp upgrade to the existing 150 amp electrical system and sub panel located in the left rear bedroom so that the installation meets applicable code requirements and industry standards. Make all electrical wiring code-compliant.
- b Provide and install labor and material to replace all two-pronged ungrounded receptacles located throughout the home. Replace existing 2-pronged receptacles with 3-pronged devices using approved code techniques. Approx. 40 receptacles to be replaced. The contractor to verify the exact number of receptacles to be repaired and that there are a minimum of four receptacles in each room excluding the bathroom. Provide and install GFCI receptacles in the kitchen and bathroom according to code. Provide and install two GFCI receptacles outside. Provide and install ARC fault breakers in all bedrooms according to code.
- c Provide and install smoke detectors wired to panel box with battery backup according to code requirements.
- d Provide labor and material to provide a code-approved dryer receptacle at the existing dryer location in the utility area in the kitchen.
- e Provide and install electrical switches, wiring, and exhaust fan in the bathroom.
- f Provide and install the electrical switch, wiring, and all items needed to make the connection for the range hood in the kitchen.
- g Provide and install new light fixtures and switches for all devices inside and outside the home. 20 devices to be wired and installed. The contractor to verify the actual fixtures needed.



14 HEATING, VENTILATION, & COOLING

- a Provide and install electric heat pump central air system rated 15 SEER, Energy Star rated with all associated metal ductwork and other equipment for complete system operation, size based on load calculations. Provide and install exterior vented range hood and exterior vented bath fan. Submit all owner/warranty documents to Rehab. specialist. Provide and leave 6 return air filters with the client.
- b Submit all owner/warranty documents to rehab. specialist.

15 INSULATION

- a Provide and install the following. Install 6-mil. black vapor barrier on crawl space grade after the ground has been raked smooth and all construction debris has been removed, in accordance with local code.
- b Provide and install insulation on water supply lines in unheated areas.
- c Provide and install R-49 batt or blown insulation in the attic space. Provide and install baffles at eaves according to industry standards. **ADDENDUM: Insulation value changed from R-38 to R-49.**
- d Provide and install R-19 insulation in the crawl space according to code requirements.

16 APPLIANCES

- a Provide labor and material to install a new 30" stove, 30" range hood, and 17 cf refrigerator. Save and deliver all warranties for appliances and other major purchases to the Rehab Specialist.

17 HARDWARE

- a The contractor is to provide all hardware needed to complete the project according to this WWU such as nails, screws, nuts, bolts, door stops, towel bars, grab bars, medicine cabinet, and hinges.

TOTAL ITEM #1 BASE

TOTAL LUMP SUM BID (Base + Exceptions)

I/WE HAVE REVIEWED ALL PROPOSED WORK NOTED IN THIS WORK WRITE UP. I/WE ACCEPT THIS PROPOSED WORK AND AGREE FOR THE COUNTY/TOWN TO INITIATE THEIR FORMAL BID PROCESS. I/WE UNDERSTAND THIS PROPOSED WORK (and resultant bid value) MAY BE NEGOTIATED IN ORDER TO COMPLY WITH PROGRAM REGULATIONS AND BUDGET CONSTRAINTS.

Homeowner(s) Signature Date

Rehab Specialist Signature Date

County/Town Representative Signature Date